



**STANDARDS OF APPRENTICESHIP
adopted by**

WASHINGTON STATE UBC JATC

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
BOAT BUILDER	47-2031.05	5200 - 8000 HOURS
BRIDGE CARPENTER	47-2031.02	5200 - 8000 HOURS
CABINET MAKER	51-7011.00	5200 - 8000 HOURS
CARPENTER	47-2031.01	5200 - 8000 HOURS
CARPENTER, PILEDRIVER	47-2031.02	5200 - 8000 HOURS
CARPENTER, SCAFFOLD ERECTOR	47-2031.02	5200 - 8000 HOURS
DOCK & WHARF BUILDER	47-2031.02	5200 - 8000 HOURS
DRYWALL FINISHER (TAPER)	47-2082.00	6000 HOURS
INSULATION APPLICATOR	47-2031.01	2600 - 4000 HOURS
LATHING, ACOUSTICAL, DRYWALL SYSTEMS INSTALLER	47-2081.00	5200 - 8000 HOURS
MAINTENANCE CARPENTER	47-2031.01	5200 - 8000 HOURS
MILLWRIGHT	49-9044.00	5200 - 8000 HOURS
RESIDENTIAL CARPENTER	47-2031.01	5200 - 8000 HOURS
SHIPWRIGHT	47-2031.05	5200 - 8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

NOVEMBER 27, 1940
Initial Approval

APRIL 21, 2016
Committee Amended

JULY 17, 2014
Standards Amended (review)

OCTOBER 20, 2016
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold “insert text” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional): **NONE**

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements –

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see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the State of Washington and the State of Idaho.

Applicants and apprentices please note that while the State of Washington and the Washington State Apprenticeship and Training Council have no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered to the sponsor while working in the State of Idaho.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: Must be at least 17 years old.

Education: Not Applicable.

Physical: Must be physically able to perform the work of the trade.

Testing: None.

Other: None

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship

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and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Applications are available at the Local Area Training Centers listed below or from the Carpenters Training Center Website: www.carpentertraining.org.**
 - (a) Applicant must select at least one, but may select multiple occupations.**
 - (b) The applicant must return completed application within 30 days of request.**

North Puget Sound Carpenters Training Center 401 E. Hickox Road Mount Vernon, WA 98273 Phone: 360-428-2933		1
Seattle-Tacoma Carpenters Training Center 3000 NE 4th St. Bldg L Renton, WA 98056 Phone: 425-235-2465	Specialties Training Center 20424 - 72nd Ave South Kent, WA 98032 Phone: 253-437-5235 Toll Free Phone: 866-295-8764	2A 2B
Columbia Basin Carpenters Training Center 4208 W Clearwater Ave, Ste D Kennewick, WA 99336 Phone: 509-783-6215	Eastern WA/Northern ID Carpenters Training Center 127 E Augusta Spokane, WA 99207 Phone: 509-532-8833	3 4

- 2. Applicants who meet the minimum qualifications will be scheduled for the first available occupation specific Safety & Orientation class and must pass.**
- 3. All applicants who pass will be sent notice to appear for an interview including the date, time and location, which shall be established by the Local Area Training Center. Upon successful completion of the interview with a score of 85% or more, applicants shall be placed in ranked order and registered in descending order of rank. Applicants may re-interview to raise their score if they have additional documentation of training and/or work experiences.**
- 4. Upon notification of an apprenticeship opportunity the applicant will be given "reasonable time" in which to report to the Local Area Training Center. All applicants shall be treated equally in determination and application of a reasonable time per WAC 296-05-429 (4) and duly**

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provided a written notice of rejection for failure to comply per WAC 296-05-427.

Applicants who turn down an apprenticeship opportunity will be removed from the ranked eligibility list. Applicant will be asked to resign in writing; notation will be made in the applicant file. This note will be dated and initialed by staff.

5. After selection but prior to registration as an apprentice the applicant must:
 - a. Submit to and pass a drug test with negative test results. The first drug test shall be paid for by the Carpenters Trust. Applicants denied entry to the program because of a positive drug test can initiate the applications process in accordance with the drug testing policies and procedures.
 - b. Possess the basic tools of the trade (trade appropriate list will be provided to applicant.)

NOTE: A WorkSTEPS physical agility test is required as a condition of employment and acceptance into the program for the occupation of Lathing, Acoustical, Drywall Systems Installer. The fee for the WorkSTEPS testing will be paid for by the applicant.

6. Applicants may be selected in other than ranked order so as to reach women (minority and non-minority) or minorities to meet goals and timetables.
7. Exemptions: All those who enter by one of the following methods will be required to complete a drug test, as a condition of employment, and pass with negative results and possess the basic tools of the trade (trade appropriate list will be provided to the applicant). (Payment for drug test made in accordance with 5. a., above.)
 - a. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the program.
 - b. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor

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and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the program.

8. **Exceptions (Direct Entry): All those who enter by one of the following methods will be required to complete a drug test, as a condition of employment, and pass with negative results and possess the basic tools of the trade (trade appropriate list will be provided to the applicant). (Payment for drug test made in accordance with 5. a., above.)**
 - a. **Employees of an employer who has not signed a collective bargaining agreement and wishes to participate in the apprenticeship program, not qualifying as a journey level worker shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training provided:**
 - (1) **The employer must sign a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Washington - Idaho, as a condition of becoming a training agent.**
 - (2) **All employers requesting "approved training agent" status shall sign a Training Agent Agreement obligating the employer to comply with all apprenticeship rules and the standards of apprenticeship.**
 - b. **The sponsor may direct enter individuals at the request of an employer for direct entry under the following situations: as soon as the employer becomes an approved Training Agent.**
 - (1) **State, Local or Public entity requirements**
 - (2) **Federal requirements**
 - (3) **Tribal or TERO (Tribal Employment Rights Office) Requirements**
 - c. **An applicant considered to have attained journey level status in one of the occupations covered by these standards or their employer, may request "Direct Entry" placement into any other occupation covered by these standards. Such applicant may be granted direct entry and shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

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- d. Individuals with 4000 hours or more of documented work experience in the occupation that they are applying for may be granted direct entry after being evaluated by the sponsor using consistent, standard non-discriminatory means and placed at the appropriate period of apprenticeship based on previous work experience and related training.**
- e. Applicants who have successfully completed a program or course with whom the sponsor has an articulation agreement may be granted direct entry into the apprenticeship program.**
- f. Applicants who have successfully completed a UBC Job Corps program may be granted direct entry into the apprenticeship program.**
- g. US Military Veterans who provide a DD-214, may be granted direct entry into the apprenticeship program.**
- h. Transfers:**
 - (1). An apprentice registered with the State of Washington may be granted direct entry into the apprenticeship program.**
 - (2). Individuals relocating from another state and registered as an apprentice under standards approved by a SAC (State Apprenticeship Council) or ATELS (US Department of Labor Office of Apprenticeship) in an occupation listed in these standards may be granted direct entry into the apprenticeship program.**
- i. When the sponsor grants direct entry to, registers and trains apprentices for the State of Washington or other public entities, the civil service or published hiring practices of the individual agency shall be utilized in selecting apprentices; provided the public entity is an approved Training Agent.**
- j. The sponsor reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for an approved training agent.**

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**

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2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).
4. Engage in OUTREACH or other such programs, where available, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to OUTREACH program, attach appropriate documents).
5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
6. Grant credit for previous trade experience or trade-related courses for all applicants equally.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term stated herein is only a guideline for related training where performance evaluated training is used since that system is performance based and allows apprentices to be advanced at their own pace according to their accomplishments.

- A. Boat Builder, Bridge Carpenter, Cabinet Maker, Carpenter, Carpenter/Piledriver, Carpenter/Scaffold Erector, Dock and Wharf Builder, Lathing, Acoustical and Drywall Systems Installers, Maintenance Carpenter, Millwright, Residential Carpenter and Shipwright.**

The standard term of apprenticeship for the trade stated shall be 5200 to 8000 hours. All of these trades shall have eight (8) periods of reasonably continuous employment including the initial probationary period.

- B. Drywall Finisher (Taper). The standard term of apprenticeship for the trade stated shall be 6000 hours. This trade shall have six (6) periods of reasonably continuous employment including the initial probationary period.**

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- C. Insulation Applicator: The standard term of apprenticeship for this trade shall be 2600 to 4000 hours. This trade shall have four (4) periods of reasonably continuous employment including the initial probationary period.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the following:

Occupation	First Hours of Employment as an Apprentice
Boat Builder	1600 hours
Bridge Carpenter	1600 hours
Cabinet Maker	1600 hours
Carpenter	1600 hours
Carpenter, Piledriver	1600 hours
Carpenter, Scaffold Erector	1600 hours
Dock & Wharf Builder	1600 hours
Drywall Finisher (Taper)	1200 hours
Insulation Applicator	800 hours
Lathing, Acoustical and Drywall Systems Installer	1600 hours
Maintenance Carpenter	1600 hours
Millwright	1600 hours
Residential Carpenter	1600 hours
Shipwright	1600 hours

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

A. For all occupations except as noted in Section B below:

1. Each employer **MAY** employ one (1) apprentice for each one (1) journey-level working in their employment.
2. Each employer **MUST** employ one (1) apprentice when the employer has three (3) journey-level workers in their employment. Thereafter, the employer **MUST** employ one (1) additional apprentice per each four (4) additional journey-level workers employed.
3. The above ratio shall not be exceeded unless agreed to per a Collective Bargaining Agreement.
4. At **NO TIME** shall the ratio of workers exceed (1) apprentice per (1) journey-level worker on a job site.

(Numerical description provided upon request)

B. For the occupations Maintenance Carpenter and Residential Carpenter

An employer may have one (1) apprentice for every one (1) journey-level worker employed as or per applicable labor agreement per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are

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qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Cabinet Makers

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	67%
2	0650 - 1000 hours	69%
3	0650 - 1000 hours	72%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	79%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

B. Boat Builder, Bridge Carpenter, Carpenter, Carpenter/Piledriver, Carpenter/Scaffold Erector, Dock and Wharf Builder, Lathing, Acoustical and Drywall Systems Installers, Maintenance Carpenter, Millwright, Residential Carpenter and Shipwright.

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	60%
2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

C. Drywall Finisher (Taper):

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	50%
2	1000 hours	60%
3	1000 hours	68%
4	1000 hours	76%
5	1000 hours	84%
6	1000 hours	92%
Total	6000 hours	

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D. Insulation Applicator:

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	50%
2	0650 - 1000 hours	60%
3	0650 - 1000 hours	75%
4	0650 - 1000 hours	90%
Total	2600 - 4000 hours	

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

This is a guideline of approximate hours worked and is not to be construed as either minimum or maximum hours an apprentice works to reach required proficiency.

It is understood that stocking and scrapping, and clean-up of materials and component parts necessary or related to work in connection with all of the occupations listed herein may be performed by apprentices in the same occupation, as it is essential to provide for a safe work environment.

<u>A. Boat Builder</u>	<u>APPROXIMATE HOURS</u>
1. Millwork.....	1040 - 1600
a. Operate bandsaw, circular saw	
b. Operate joiner, thickness planer	
c. General millwork	
d. Lumber storage and stockroom	
2. Hull Construction.....	1950 - 3000
a. Make and assemble main timbers	
b. Put on planking and ceiling	
c. Make and install superstructures	
d. Lay decking and flooring	
e. Lofting	
f. Glass work	
3. Preparation for installation of engines & equipment preparation: bore shaft log, install stuffing boxes, steady bearings, pumps, fuel tanks, engine controls, capstan, winches and gears	260 - 400
4. Spars and rigging	260 - 400
a. Make masts, booms and bowsprits	
b. Fit and secure fittings on spars	
c. Apply protective coatings on spars	
d. Install and rig masts and booms	

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5.	Launching	130 - 200
	a. Make repairs on hulls	
	b. Staging	
6.	Repair.....	1170 - 1800
	a. Make repairs on hulls	
	b. Make repairs on spars and rigging	
7.	Miscellaneous safety, etc.....	390 - 600
TOTAL HOURS:		5200 - 8000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN
INVOLVED IN THESE STANDARDS**

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B. Bridge Carpenter

APPROXIMATE HOURS

1.	Tools and Materials	130 - 200
2.	Layout	195 - 300
3.	Piledriving equipment - hammers, leads, rigging, motors and pumps	325 - 500
4.	Rigging and signaling	260 - 400
5.	Driving of piles - wood, concrete, steel, etc	650 - 1000
6.	Coffer dams and caissons	195 - 300
7.	Bridge, dock and wharf construction	520 - 800
8.	Heavy timber construction.....	260 - 400
9.	Care and maintenance of tools & equipment	130 - 400
10.	Form building.....	780 - 1100
11.	Rough framing	780 - 1100
12.	Welding	325 - 500
13.	Diving and diver tending	325 - 500
14.	Miscellaneous - safety, scaffolding, shoring, etc.....	325 - 500

TOTAL HOURS: 5200 - 8000

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C. Cabinet Maker

APPROXIMATE HOURS

1. Sharpen and use of hand tools 325-500
2. Work from stock bills and drawings 300-450
3. Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc. 900-1400
4. Grinding knives and filing saws 300-450
5. Laying, matching and cutting veneers 190-300
6. Dressing and preparing material for assembly 300-450
7. Gluing stock 130-200
8. Layout work for milling and general trim-saw work from stock bills and details 600-940
9. Sand moldings, glue flat work and squares, clean for finish 130-200
10. Assemble doors, drawers, skeleton frames, fit and hand doors and drawers, fit and apply moldings, match veneers 500-760
11. Assemble and install cabinets, built-ins, paneling, etc..... 900-1400
12. Independent layout, machining and assembly of cabinets and built-ins 300-450
13. Miscellaneous - safety, etc. 325-500

TOTAL HOURS: 5200- 8000

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D. Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery 325-500
2. Form building 780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing 780-1200
Floor, wall, roof, stair, scaffolding, etc. on both house and heavy construction. Roof covering
4. Layout 325-500
Batterboards, partitions, doors and windows, box-out in concrete walls
5. Outside Finishing 520-800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.
6. Inside Finishing 975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring Application of hardware and fittings to exterior and interior of building, doors and windows
7. Welding 325-500
8. Plastics and resilients 195-300
9. Acoustics and drywall 650-1000
 - a. Ceilings:
Layout, cutting, assembly and installation of all materials and component parts.
 - (1) Hangers, channels, furring and backing boards
 - (2) Bars: main tees, cross tees, splines
 - (3) Stiffeners and braces
 - (4) Ceiling angles or moldings
 - (5) Finish ceiling materials
 - (6) Items of local practices
 - b. Walls and partitions:

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**Layout, cutting, assembly, erection and/or application of
all materials and component parts**

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of door
frames, window frames, vents, light wells, and other
openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260-400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material handling
and disposal 65-100**

TOTAL HOURS: 5200-8000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
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E. Carpenter, Piledriver

APPROXIMATE HOURS

- | | |
|--|------------|
| 1. Tools and Materials | 130 - 200 |
| 2. Layout | 195 - 300 |
| 3. Piledriving equipment - hammers, leads, rigging, motors and pumps | 325 - 500 |
| 4. Rigging and signaling | 260 - 400 |
| 5. Driving of piles - wood, concrete, steel, etc | 650 - 1000 |
| 6. Cofferdams and caissons | 195 - 300 |
| 7. Bridge, dock and wharf construction | 520 - 800 |
| 8. Heavy timber construction | 260 - 400 |
| 9. Care and maintenance of tools & equipment | 130 - 400 |
| 10. Form building | 780 - 1100 |
| 11. Rough framing | 780 - 1100 |
| 12. Welding | 325 - 500 |
| 13. Diving and diver tending | 325 - 500 |
| 14. Miscellaneous - safety, scaffolding, shoring, etc | 325 - 500 |

TOTAL HOURS: 5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

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F. Carpenter, Scaffold Erector

APPROXIMATE HOURS

1. Work experience in the use of hand tools and power tools 150 - 200
2. Layout 150 - 200
Squaring, plumbing and leveling.
3. Work experience with Frame Scaffolding and Shoring 1300 - 2000
4. Work experience with Tube and Clamp Scaffolding..... 1000 - 1600
5. Work experience with System Scaffolding 1600 - 2400
6. Work experience with Wood Framing, Formwork, and
Scaffolding 600 - 800
7. Miscellaneous, safety, and rigging..... 300 - 600
8. Asbestos abatement and other hazardous materials 100 - 200
Scaffold erection in and around sites containing hazardous
materials.

TOTAL HOURS: 5200 - 8000

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<u>G. Dock & Wharf Builder</u>	<u>APPROXIMATE HOURS</u>
1. Tools and Materials	130 - 200
2. Layout	195 - 300
3. Piledriving equipment - hammers, leads, rigging, motors and pumps	325 - 500
4. Rigging and signaling	260 - 400
5. Driving of piles - wood, concrete, steel, etc	650 - 1000
6. Cofferdams and caissons	195 - 300
7. Bridge, dock and wharf construction	520 - 800
8. Heavy timber construction	260 - 400
9. Care and maintenance of tools & equipment	130 - 400
10. Form building	780 - 1100
11. Rough framing	780 - 1100
12. Welding	325 - 500
13. Diving and diver tending	325 - 500
14. Miscellaneous - safety, scaffolding, shoring, etc	325 - 500
TOTAL HOURS:	5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

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H. Drywall Finisher (Taper)	<u>APPROXIMATE HOURS</u>
1. Taping	200
2. Taping – Machine	400
3. Install Drywall Trim	300
4. Finishing/Hand	1700
5. Finishing/Machine.....	1200
6. Nail/Screw Spotting	200
7. Sanding & Touch up.....	800
8. Texturing	600
9. Miscellaneous, safety.....	600
TOTAL HOURS:	6000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN
INVOLVED IN THESE STANDARDS**

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<u>I. Insulation Applicator</u>	<u>APPROXIMATE HOURS</u>
1. Batt Insulation.....	300 - 400
2. Blown Insulation	150 - 200
3. Sprayed urethane	200 - 300
4. Styrofoam--pin method, glue on, and mortar	650 - 900
5. Cooler installations	900 - 1300
6. Poured insulation	150 - 200
7. Metal building applications.....	100 - 100
8. Items of local practice	0 - 300
9. Miscellaneous - safety, etc	150-250
TOTAL HOURS:	2600 - 4000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN
INVOLVED IN THESE STANDARDS**

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J. Lathing, Acoustical and Drywall Systems Installer: APPROXIMATE HOURS

1. **Framing & gypsum Board Installation**
 - a. Light & Heavy gauge framing systems 725 - 950
 - b. Nail on, screw on, Interior/Exterior Gypsum board 725 - 950
 - c. Drywall trims & accessories..... 100 - 150
 - d. Suspended Drywall Grid systems 150 - 200
 - e. Doors, Frames, and Hardware 150 - 250
 - f. Demountable Wall Systems..... 100 - 200
 - g. Sound Control / Firestop 100 - 200
 - h. Blueprint reading & Layout 200 - 250
2. **Acoustic Ceiling Installation**
 - a. Ceiling Grid 725 - 950
 - b. Acoustic tile..... 725 - 950
 - c. Wire installation..... 375 - 650
 - d. Integrated ceiling systems 100 - 200
 - e. Sound Panels..... 100 - 200
 - f. Insulation 100 - 200
 - g. Elevated Floor Systems..... 50 - 100
 - h. Scaffolding 50 - 100
3. **Lathing Systems**
 - a. Screw on/nail on/tie on Metal Lath 100 - 250
 - b. Metal Trims 100 - 250
 - c. Weather barrier installation 100 - 250
 - d. Welding 100 - 250
4. **Miscellaneous..... 325 - 500**

TOTAL HOURS: 5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

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K. Maintenance Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery 325-500
2. Form building..... 780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing 780-1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering
4. Layout 325-500
Batterboards, partitions, doors and windows box-out in concrete walls
5. Outside Finishing 520-800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.
6. Inside Finishing 975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork
Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.
7. Welding 325-500
8. Plastics and resilients..... 195-300
9. Acoustics and drywall..... 650-1000
 - a. Ceilings
Layout, cutting, assembly and installation of all materials and component parts
 - (1) Hangers, channels, furring and backing boards
 - (2) Bars: main tees, cross tees, splines
 - (3) Stiffeners and braces
 - (4) Ceiling angles and moldings
 - (5) Finish ceiling materials
 - (6) Items of local practices
 - b. Walls and partitions

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**Layout, cutting, assembly, erection and/or application
of all materials and component parts**

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing, enclosing, and trimming of door
frames, window frames, vents, light wells and
other openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound installations**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260-400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material..... 65-100**
Material handling and disposal

TOTAL HOURS: 5200-8000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN
INVOLVED IN THESE STANDARDS**

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<u>L. Millwright</u>	<u>APPROXIMATE HOURS</u>
1. Work experience in the use of tools (hand power, bench and machine).....	900-1375
2. Work experience in machine installation	1200-1875
3. Work experience in use of equipment (rigging welding, precision, etc.).....	900-1375
4. Work experience in the use of optical instruments and laser	900-1375
5. Work experience in blueprint reading	455-700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastics).....	520-800
7. Miscellaneous, safety, etc.....	325-500
TOTAL HOURS:	5200-8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

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M. <u>Residential Carpenter</u>	<u>APPROXIMATE HOURS</u>
1. Care and use of tools and woodworking machinery	325-500
2. Form building.....	780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing	780-1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction Roof covering	
4. Layout	325-500
Batterboards, partitions, doors and windows, box-out in concrete walls	
5. Outside Finishing	520-800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	
6. Inside Finishing	975-1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows	
7. Welding	325-500
8. Plastics and resilients.....	195-300
9. Acoustics and drywall.....	650-1000
a. Ceilings:	
Layout, cutting assembly and installation of all materials and component parts.	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	
(5) Finish ceiling materials	
(6) Items of local practices	
b. Walls and partitions:	

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**Layout, cutting, assembly, erection and/or application
of all materials and component parts.**

- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of door
frames, window frames, vents, light wells, and
other openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

- 10. Miscellaneous..... 260-400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material. Handling
and disposal 65-100**

TOTAL HOURS: 5200-8000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN
INVOLVED IN THESE STANDARDS**

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N. Shipwright

APPROXIMATE HOURS

1. Hull Construction..... 2050-3200
 - a. Mold Loft
 - b. Running Lines
 - c. Setting Bulkheads, Section, Decks, etc.
 - d. Launching
 - e. Staging
 - f. Installation of Foundations of Navigation
 - g. Equipment
2. Ship Repair 1850-2800
 - a. Small boats
 - b. Decking Renewal
 - c. Blocking and Shoring
 - d. Staging
 - e. Stern Bearing Re-wooding
 - f. Reffer Boxes
 - g. Joiner Work, Paneling, Bunks, etc.
3. Millwork..... 650 - 1000
 - a. Joiner Shop
 - b. Carpenter Shop
4. Yard Maintenance 325 - 500
 - a. Building
 - b. Piers
 - c. Drydocks
5. Miscellaneous, safety, etc..... 325-500

TOTAL HOURS: 5200 - 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars (specify)
- ☒ (X) A combination of home study and approved correspondence courses (specify)
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify):

160 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- () twelve-month period from date of registration.*
- (X) defined twelve-month school year: **September** through **August**.
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. All apprentices are required to attend RSI as scheduled. Failure to attend as scheduled will be cause for a citation to appear before the JATC Sub-Committee for disciplinary action.**
- B. Apprentices will be removed from RSI for improper conduct such as substandard performance, indifference to these standards or insubordination, as determined by the apprenticeship staff, until a resolution is reached. Apprentices may be cited to appear before the JATC Sub-Committee for disciplinary action.**
- C. The JATC may accelerate or extend, through the evaluation process, the advancement or demotion of an apprentice in each and every pay period.**
- D. Employers are responsible for on-the-job training of all apprentices by affording the apprentice opportunities to work with skilled journey-level workers in the performance of as wide of activities as possible within the scope of work processes for the craft. Employers must release apprentices from on-the-job commitments to attend RSI according to the schedule and policy as outlined by the JATC. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the JATC Training Center Office for review and appropriate action.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

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Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

1. Administrative Procedures:

- a. Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending RSI, shall appear before the JATC Sub-Committee to show reason why he/she should not be disciplined, suspended, or canceled from the program.**
- b. No apprentice shall act as or be a contractor or employer or serve in any other supervisory capacity.**
- c. Apprentices must maintain reasonably continuous employment. Any apprentice who has not worked at least 250 hours in the previous 3 months, when work was available, for a contributing employer will be interviewed and may be cited to appear before the JATC Sub-Committee. Apprentices who have been cited for lack of work hours will be allowed to attend class until such appearance is made.**
- d. Complaints regarding job site performances will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the Coordinator may cite the apprentice to appear before the JATC Sub-Committee where the apprentice could be canceled by the JATC Sub-Committee.**
- e. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the JATC Training Center Office (monthly). The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. Monthly reports must be turned in even if no work has occurred.**
- f. Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be forwarded to the Training Center Office for disposition.**

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- g. All apprentices must be signed in by the start time. Each Training Center has a schedule of class times. Apprentices arriving up to 15 minutes late will be admitted after signing a late slip. Apprentices who are late for the third time in a twelve month period will not be allowed to attend class. The apprentice will be sent home and cited to appear before the JATC Sub-Committee and will not be allowed to attend class until such appearance is made. Apprentices arriving more than 15 minutes late for class or after lunch will be allowed to complete the session and will be cited to appear before the JATC Sub Committee.**
- h. All apprentices must be progressing at an acceptable pace. Failure to do so will initiate an interview by the Coordinator who will analyze the problem and provide guidance leading to an acceptable pace. Apprentices who fail to progress at an acceptable pace may be cited to appear before the JATC Sub-Committee for disciplinary action.**
- i. All apprentices shall have completed a First Aid/CPR class and Trade Math class before being advanced to 3rd period or before their second advancement after advanced placement. Apprentices shall have a current First Aid/CPR card for each period of advancement from 3rd period through the completion of their apprenticeship. Failure to do so is cause for disciplinary action by the JATC Sub-Committee. Trade Math requirements shall be determined by the JATC Sub-Committee on a craft by craft evaluation.**
- j. It is the apprentice's responsibility to keep his or her current address on file with JATC Training Center Office.**
- k. An apprentice must have adequate transportation to the job and RSI.**
- l. It is the apprentice's responsibility to provide their own hand tools necessary to complete their RSI projects. No apprentice will be granted journey-level status without the required hand tools. Apprentices failing to bring the necessary hand tools to RSI shall be sent home without credit for hours that session.**
- m. Each apprentice shall be required to perform in a safe and healthful manner all assigned tasks in the classroom in accordance to WISHA and OSHA standards as if on a work site. The determination by the JATC Sub-Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the RSI as well as on-the-job.**

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- n. The Training Center Coordinators oversees the day-to-day operations of the program at their assigned Training Center under the auspices of the JATC Training Director.**
- o. Apprentices must wear work boots or safety shoes, eye protection, hardhat and work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the day. The Training Center staff shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.**
- p. Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet. Refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the JATC Sub-Committee. The 2nd violation in a 12-month period will result in an automatic citation to appear before the JATC Sub-Committee and the apprentice will not be allowed to stay in class. A serious violation will result in an automatic citation to appear before the JATC Sub-Committee and removal from class.**
- q. No alcohol, weapons, or drugs will be allowed on any Training site. Anyone violating this rule will be immediately removed from class, with no credit for the day and will be cited to appear before the JATC Sub-Committee.**
- r. While in RSI, apprentices must work toward completion of a project. Apprentices not working toward project completion will be sent home with no credit given for hours that day.**
- s. To receive an upgrade, each apprentice must complete the following:**
 - (1) Have completed the required RSI since the last upgrade and possess a current first aid/CPR card after the second period. The apprentice must not be negative in RSI hours for any advancement.**
 - (2) Have accrued necessary OJT hours for each advancement step.**
 - (3) Have any hand tools required for the advancement.**
 - (4) All work reports (since registration) must be received and up-to-date.**
- 2. All JATC members shall be actively participating in the industry as an employer, supervisor, employee or employee representative.**

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3. Disciplinary Procedures:

- a. Apprentices shall be informed of their work and RSI obligations as stated in these Standards. The JATC and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be cited to appear before the JATC Sub-Committee.
- b. Failure to show regular attendance at RSI may be deemed sufficient cause for the JATC Sub-Committee to cancel the apprentice from the entire training program. If a class is missed, apprentices will be cited to appear before the JATC Sub-Committee.

EXCEPTIONS: Verifiable medical excuse or Employers notifying in advance of a regular class to reschedule. **A rescheduled class cannot be rescheduled.** If a rescheduled class is missed the apprentice will automatically be cited to appear before the JATC Sub-Committee.

- c. An apprentice may be discharged from a contractor's employ for substandard performance, improper conduct, indifference to the rules and regulations, safety concerns, failure to show up for work, failure to attend school, or insubordination.
- d. Apprentices who refuse work assignments without just cause are subject to disciplinary action, up to and including cancellation of his/her Apprenticeship Agreement.
- e. An apprentice who fails to sign the out of work list when unemployed, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal to sign the out of work list or refusal to accept a dispatch may result in a citation to appear before the JATC Sub-Committee for disciplinary action.
- f. An apprentice who accepts a dispatch and then fails to show up for work may be cited to appear before the JATC Sub-Committee for disciplinary action. Any apprentice who quits a job without approval by a service representative of the local union may be cited to appear before the JATC Sub-Committee.

B. Local Apprenticeship Committee Policies

The Washington State UBC JATC delegates administrative and disciplinary responsibilities to the Subcommittees with assurance that the Washington State UBC JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.

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- Each Subcommittee shall operate with a quorum defined as not less than one employer and one employee representative.
- In matters before each Subcommittee a unit vote shall apply to employers and employees.

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary

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- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental

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instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of

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Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: A quorum shall consist of one (1) member from the employers and one (1) from the employees.

In matters before the JATC a unit vote shall apply to employers and employees.

Program type administered by the committee: **GROUP JOINT**

WASHINGTON STATE UBC JATC

The employer representatives shall be:

**Rick Mueller, Chairman
Western Partitions Inc
14407 32nd Street East
Sumner, WA 98390**

**Brad Kropp
Skanska, U.S.A.
221 Yale Ave N #400
Seattle, WA 98109**

**Martin Bradley
Machinery Installation &
Maintenance Inc.
PO Box 13157
Mill Creek, WA 98082-1157**

**Jeff Pittman, Alternate
M. A. Mortenson Co.
10230 NE Points Drive
Kirkland, WA 98033**

**Mary Barth
Lydig Construction
11001 E. Montgomery Drive
Spokane, WA 99206**

**Dick Mettler
NW Wall & Ceiling Contractors
Association
2825 Eastlake Ave E Ste. 350
Seattle, WA 98102**

**Simon Johnston
Manson Construction
5209 East Marginal Way South
Seattle, WA 98134**

**Bret Porter, Alternate
Absher Construction Company
1001 Shaw Road
Puyallup, WA 98372**

WASHINGTON STATE UBC JATC

The employee representatives shall be:

**Chuck Gotcher, Secretary
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

**Katherine Swan
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Jimmy Haun
Pacific NW Regional Council of
Carpenters
Exterior Interior Systems Local
Union 41
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Rick Poitras
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
927 E College Way
Mt. Vernon, WA 98273**

**Lance Fritze
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 59
127 E. Augusta Avenue Ste. 103
Spokane, WA 99207**

**Bob Susee
Pacific NW Regional Council of
Carpenters
Exterior Interior Systems Local
Union 41
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Cass Prindle, Alternate
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Ken Ervin, Alternate
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

WASHINGTON STATE UBC JATC

City of Seattle:

The employer representatives shall be:

**Mary Beth Josef, Secretary
100 Dexter Avenue North
Seattle, WA 98109**

**Paul Wilkinson
100 Dexter Avenue North
Seattle, WA 98109**

The employee representatives shall be:

**Frank Harris, Chairman
100 Dexter Avenue North
Seattle, WA 98109**

**Jeff Skillman
25120 Pacific Highway South
Suite 200
Kent, WA 98032**

Columbia Basin Training Center Carpenter Sub-Committee:

The employer representatives shall be:

**Ben Moyers, Chairman
Bechtel Hanford, Inc.
MSIN: T2-05
3350 George Washington Way
Richland, WA 99352**

**John Hauptmann
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

**Jack Grigsby, Jr.
Drywall Interiors
424 Wellhouse Loop
Richland, WA 99352**

**Gary Beaven, Alternate
Puterbaugh Construction
PO Box 158
Grandview, WA 98930**

The employee representatives shall be:

**Pete Gier, Secretary
2810 W Clearwater Ave, Ste 101
Kennewick, WA 99336**

**Harlan H. Hall
515 N Neel Street, B-101
Kennewick, WA 99336**

**Kevin Hitchcock
United Builders of Washington
415 W. Washington Blvd
Yakima, WA 98902**

**Pat O'Lynch, Alternate
PO Box 2423
Pasco, WA 99302**

WASHINGTON STATE UBC JATC

Columbia Basin Training Center Millwright Sub-Committee:

The employer representatives shall be:

**Glynn Gateley, Chairman
Apollo Sheet Metal 3000
1207 W Columbia Drive
Kennewick, WA 99336**

**Jim Jarrett
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

**Don Jarrett, Alternate
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

The employee representatives shall be:

**David Rupe, Secretary
515 Neel Street Suite 101
Kennewick, WA 99336**

**Edwin Marston
515 Neel Street Suite 101
Kennewick, WA 99336**

**Harlan Hall, Alternate
515 Neel Street Suite 101
Kennewick, WA 99336**

Eastern Washington/Northern Idaho Carpenters Training Center Sub-Committee:

The employer representatives shall be:

**Marty Barth, Chairman
4935 E. Trenton Avenue
Spokane, WA 99212**

**Brad Mickelson
PO Box 13660
Spokane, WA 99213**

**James Welsh
4114 E. Broadway
Spokane, WA 99213**

**Brad DePew, Alternate
6621 E. Mission
Spokane, WA 99202**

The employee representatives shall be:

**Lance Fritze, Secretary
127 E. Augusta, Suite 103
Spokane, WA 99207**

**Jim Wallace
302 North Jackson
Moscow, ID 83843**

**Tony Edwards
805 North 16th Avenue
Yakima, WA 98902**

WASHINGTON STATE UBC JATC

North Puget Sound Carpenters Training Center Sub-Committee:

The employer representatives shall be:

**Martin Bradley, Chairman
Machinery Installation &
Maintenance Inc.
PO Box 13157
Mill Creek, WA 98082-1157**

**Curtis Cook
Safway, Inc.
PO Box 1366
Ferndale, WA 98248**

The employee representatives shall be:

**Richard Poitras, Secretary
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
927 E. College Way
Mt. Vernon, WA 98273**

**John Lehman
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
927 E. College Way
Mt. Vernon, WA 98273**

Seattle-Tacoma Carpenters Training Center Sub-Committee:

The employer representatives shall be:

**Brad Kropp, Chairman
Skanska, U.S.A.
221 Yale Ave N #400
Seattle, WA 98109**

**Grant Willman
GLY Construction
200 112th Avenue NE Ste. 300
PO Box 6728
Bellevue, WA 98008**

**Jeff Smith
Turner Construction
830 4th Ave South Ste. 400
Seattle, WA 98134**

**Tim McKey
Sellen Construction
227 Westlake Avenue N
PO Box 9970
Seattle, WA 98109**

**Pat Bell
Pease & Sons, Inc.
10601 Waller Road East
Tacoma, WA 98446**

**Don Korsmo, Alternate
Lease Crutcher Lewis
107 Spring Street, Suite 500
Seattle, WA 98104**

WASHINGTON STATE UBC JATC

The employee representatives shall be:

**Chuck Gotcher, Secretary
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

**Dave Quinn
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
231 Burnett Avenue N
Renton, WA 98056**

**Evelyn Shapiro O'Connor
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
231 Burnett Avenue N
Renton, WA 98056**

**Kristine Cole
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

**Jim Saenz
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
231 Burnett Avenue N
Renton, WA 98056**

Specialty Training Center Lathing, Acoustical & Drywall Systems (LADS) Sub-Committee:

The employer representatives shall be:

**Tony Vranich, Secretary
Expert Drywall, Inc.
15140 NE 92nd St.
Redmond, WA 98052**

**Greg Knutson
G. K. Knutson
2232 Pacific Street
Bellingham, WA 98229**

**Gary Rothfus
Northwest Partitions Inc.
6507 S 208th Street
Kent, WA 98032**

**Marty Cope
Western Partitions, Inc
14407 32nd Street E, Suite 100
Sumner, WA 98390**

**Rick Mueller, Alternate
Western Partitions, Inc.
14407 32nd St. E.
Sumner, WA 98390**

WASHINGTON STATE UBC JATC

The employee representatives shall be:

**Bob J. Susee, Chair
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

**Ruperto Gomez, Jr.
25120 Pacific Hwy S Ste 200
Kent, WA 98032**

**Jamal Middlebrooks
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

**James A. Haun
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

Specialty Training Center Millwright Sub-Committee:

The employer representatives shall be:

**Martin Bradley, Chairman
PO Box 13157
Mill Creek, WA 98082-1157**

**Brandon Souza
Universal Plant Services, Inc.
255 North Hill Blvd.
Burlington, WA 98233**

**Randy Manthey
Dresser-Rand
225 S Lucile Street
Seattle, WA 98108**

The employee representatives shall be:

**David Rupe, Secretary
515 Neel Street, Bldg B, Suite 101
Kennewick, WA 99337**

**Tim Pearson
PNWRCC
25120 Pacific Highway S. #200
Kent, WA 98032**

**Brent Jones
PNWRCC
25120 Pacific Highway S. Ste. 200
Kent, WA 98032**

WASHINGTON STATE UBC JATC

Specialty Training Center Piledriver Sub-Committee:

The employer representatives shall be:

**Randy Baron, Chairman
Dive Operations Manager
3840 West Marginal Way SW
Seattle, WA 98106**

**Glenn Olson
Kiewit Infrastructure West Co.
Kiewit Bridge & Marine
33455 6th Ave South
Federal Way, WA 98003**

**Simon Johnston
Manson Construction
5209 E Marginal Way S.
Seattle, WA 98134**

**Eric Reichelt
Pacific Pile & Marine, L.P.
700 S. Riverside Dr.
Seattle, WA 98108**

**Rod Gowdy
American Construction Company
1501 Taylor Way
Tacoma, WA 98421**

The employee representatives shall be:

**Jesse Scott-Kandoll, Secretary
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**John Santie
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**Tim Quinn
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**Bradley Morlock
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**Jeff Thorson
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

WASHINGTON STATE UBC JATC

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Thomas Barrett, Training Director
20424 - 72nd Ave South
Kent, WA 98032**